



11th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #5

Delaware State Fire School, New Castle Division

Wednesday, January 3rd, 2017

2:00 PM -4:00

Meeting Minutes

Voting Members Present: (10)

- | | |
|------------------------------|---------------------------------|
| 1. Jamie Bethard – DNREC ERB | 6. Heather Hudson – DHSS |
| 2. Jerry Brennan – DSFS NCC | 7. Dave Irwin –Chairman/LEPCNCC |
| 3. Ken Cenci - DNREC | 8. Rebecca Keyser – DNREC ERB |
| 4. Avery Dalton – DEMA | 9. Jake Morente - LEPC NCC |
| 5. Mark Dolan – DNREC | 10. Beth Neumane – Rogers Inc. |

A quorum (10) was present *(attendance sheet attached)*

Non-voting Members Present: (0)

1. Tara Chambers – DNREC Proxy

1. **Meeting Called to Order** at 2:03 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. *Motion to Accept the Agenda by Mark Dolan, seconded by Jamie Bethard. Unanimous approval, motion passed.*
3. **Minutes Approval from November 28th, 2017 Meeting.** The Chairman noted that the previous meeting minutes were sent to committee members electronically. Dave asked for any corrections, none were offered. *Motion to Accept the Minutes by Beth Neumane, seconded by Ken Cenci. Unanimous approval, motion passed.*
4. **Review action items from 11/28 meeting.**
 - Workshop polo shirts. Discussion on purchasing polo shirts made in America. The made in America vendor, Bayside Company polo shirts were several dollars more per unit and they were limited in four color choices. Discussion took place on the price increase and not having the burgundy color or

similar as previously decided by the committee. *Motion by Ken Cenci to stick with the current vendor Ultra Club for the burgundy sport polo shirts (items 8404 men's & 8405 women's) ranging from \$21.50-24.25 depending on size, seconded by Heather Hudson. Unanimous approval, motion passed.*

- Quantity of workshop polo shirts. Discussion took place on the number of shirts for instructors, staff and committee members. We purchased 45 last year and should be a similar count again this year. *Motion by Beth Neumane to purchase 45 sport polo shirts as before, seconded by Ken Cenci. Unanimous approval, motion passed.*
- Purchase of Level A Hazmat Suits. Concern that the workshop will have enough suits for live-Ammonia training. Mark was hopeful that he may have a potential workshop sponsor who could purchase several suits that can be used at workshop training. Jamie reported DNREC ERB may have several suits that can be used for workshop training. Avery felt that FEMSA funds may be able to purchase a few suits for workshop training, he will look into it. Jamie reported that cleaning and testing of used suits cost approximately \$100 per suit.

5. Sponsor request status.

Mill Creek Fire Company have sent out requests for workshop sponsors. More information should be available at the next committee meeting.

6. Draft 2018 Program and Speaker/Session update.

Chairman Irwin put the program schedule on the overhead projection screen. Lengthy discussion took place on final course offerings and verification of speakers. *See attached workshop program schedule.*

7. Launch date status.

Hopefully by end of January. Waiting on final instructor confirmations.

8. Workshop promotional items.

Discussion took place regarding dollar amount spent on individual workshop participant.

- Challenge Coin – Jerry Brennan reported that the coins have arrived at Fire School.
- Multi-tool - Mark provided an update on prices and availability. \$24 each with logo = \$9600 for 400 quantity. *Motion by Beth Neumane, seconded by Ken Cenci to purchase 400 Leatherman Micra stainless steel multi-tool engraved with workshop logo from Willey Knives in Greenwood, Delaware. Vote was 7 in favor, 3 abstentions, motion passed.*
- T-shirt – Joe Leonetti unable to attend. Joe will have cost and design at next meeting. T-shirts will be sold by vendor at the workshop.
- Spiral Flip-Notebook with Workshop Logo – At this time, the spiral notebook is tabled until next meeting.

9. Another other business:

- Workshop cake – discussion took place and question raised: 'is the cake was still needed since dinner has been now changed to lunch?' Jerry said the Smyrna Ladies Auxiliary can provide 2-3

dessert choices for both lunches. Expense was discussed. Motion by Rebecca Keyser, seconded by Dave Irwin to 'do-away' with the workshop cake. Unanimous approval, motion passed.

- Meal expense – Discussion on meals took place. No sponsors for meals as of today. Jerry reported that the total cost for meals is \$5950.
- DEMA needs instructor addresses to send contracts. Chairman Irwin said that he would handle.
- Task List – Chairman Irwin presented the task list on the overhead screen. Each items was discussed with individual assignments and notated.

10. **Next meeting date.** Thursday, February 15th, 2018 2:00 PM - 4:00 PM at the Delaware State Fire School, New Castle Division.

11. **Adjournment** at 3:21 PM. *Motion to adjourn by Jerry Brennan, 2nd by Beth Neumane. Unanimous approval. Motion Passed.*

Respectfully submitted by Jacob Morente



11th Annual State of Delaware Hazardous Materials Training Workshop
Planning Committee Meeting # 4
DSFS – New Castle Branch
Tuesday, November 28, 2017
2:00 PM – 4:00 PM

No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	<i>Dave C. Anderson</i>
2.	Jamie Bethard (proxy Tara Chambers)	<i>Tara Chambers</i>
3.	Jerry Brennan	
4.	Ken Cenci	<i>Ken Cenci</i>
5.	Sarah Davis (proxy Avery Dalton)	<i>Sarah Davis</i>
6.	Ron Dietrick	
7.	Mark Dolan	<i>Mark Dolan</i>
8.	George Giles	<i>George Giles</i>
9.	Heather Hudson	<i>Heather Hudson</i>
10.	David Irwin (Chair)	<i>David Irwin</i>
11.	Bill Kelly	<i>Bill Kelly</i>
12.	Rebecca Keyser	
13.	Joe Leonetti	<i>Joe Leonetti</i>
14.	Jake Morente	<i>Jake Morente</i>
15.	Beth Neumane	<i>Beth Neumane</i>
16.	Charles Stevenson	<i>Charles Stevenson</i>
Non-voting Members:		
1.	Dale Annis	
2.	Dave Carpenter	
4.	Marc Evans	
5.	Tara Chambers	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	

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